EXAMINATION ONLINE INSTRUCTIONS

- Each student will receive his/her own PSID and online exam ID.
- Open your internet browser. (Internet Explorer preferred)
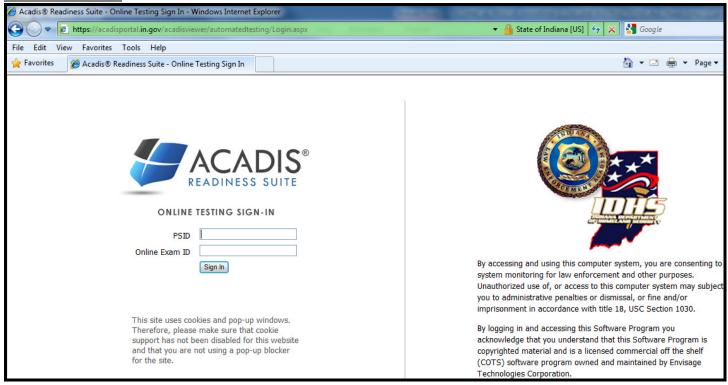- Enter the web address below, exactly as it is shown.
  ONLINE EXAM PORTAL: https://acadisportal.in.gov/acadisviewer/automatedtesting/Login.aspx

- If the address was entered correctly, your screen should look like the image below.
- Enter your PSID and Exam ID *exactly* as shown and click [Sign In].
- The site will ask you to confirm your identity.
- Once you are confirmed, the exam will begin.
- To answer each question, click on the <u>best</u> correct answer from the available choices.
- When finished, review the exam and click the [Submit] button ONLY ONCE.
- The exam will immediately be graded and your score will appear.
- After you receive your score, the exam is over and you may close the browser.

Online Exam Portal:

THIS IS WHAT APPEARS FOR THE STUDENT WHEN THE EXAM APPEARS

You will 3 hours to complete this exam. To answer each question, click on the best correct answer from the available choices, scroll down to answer the next question. When you are finished, review the exam and click the [Submit] button. The exam will immediately be graded and your score will appear. The passing score for this exam is 70%. After you receive your score, the exam is over and you may close the browser.

If you experience the following:

If the "Time out" feature occurs, click (X-out) out of the box and continue.

If the exam locks for any reason, write down your answers, log out, then log back in.

If pop-ups occur, close them, and turn on the Pop-Up Blocker.

If you are on a DSL, the response time for grading may take longer.